IRF Data Saving Policy

- 1. Please save on the proper drive!
 - a. Typically, the designated folders are labeled "Data".
 - b. Do not save elsewhere (e.g. "my Documents" or "Desktop")
 - i. Files will not be backed up.
 - ii. You'll be contributing to filling up a smaller drive which will ruin someone's imaging session later.
 - c. If there is confusion, please confirm which folder to save in with IRF staff.
- 2. Proper Naming
 - a. When saving your data, please use the following naming format:
 - b. Data > (Lab Name) > (Your Name) > Date (Year/Month/Day) and Brief Description
 - c. Ex. Data > IRF > Worden > 24-1-1 How to Save Data
 - d. Data that is not saved properly will not be backed up.
- 3. Please aim to adhere to the same naming structure for your folders to reduce errors in data workflow.
- 4. We keep files from the current and previous calendar year.
 - a. We will provide a one-week last call at the start of the new calendar year for users to retrieve their old data. After that week, it will be deleted.
- 5. Be sure you have secured your data and don't rely on our drives as your only place of storage of your data.
- 6. In cases involving extremely large data files please bring your own external hard drive or thumb drive to promptly remove your data.
- 7. PLEASE NOTE: We will aim to keep as much data available on the local hard drives of all our acquisition PCs. In the event a hard drive becomes full, we reserve the right to delete data from earlier time to free up space. We will notify the users to make sure the lab/user has the data secured prior to deletion.

